



BOB RILEY  
GOVERNOR

State of Alabama  
**Alabama Department of Corrections**

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Donal Campbell  
COMMISSIONER

December 22, 2004

ADMINISTRATIVE REGULATION  
NUMBER 434

OPR: OPERATIONS

**DISCIPLINARY SEGREGATION**

**I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for governing the assignment of inmates to disciplinary segregation.

**II. POLICY**

It is the policy of the ADOC that an inmate may be confined to disciplinary segregation in accordance with AR 403, Disciplinary Hearing Procedures for Major Rule Violations.

**III. DEFINITION (S) AND ACRONYM (S)**

- A. Disciplinary Segregation: The placement of an inmate into a confined area within a correctional facility following the Warden/designee's approval of a due process disciplinary hearing in which disciplinary segregation is a sanction imposed.
- B. Hearing Officer: The individual appointed by the Warden/designee to conduct a due process disciplinary hearing in accordance with AR 403.
- C. OIC: Officer in Charge.

**IV. RESPONSIBILITIES**

- A. All ADOC employees are responsible for adhering to the provisions of this regulation.

- B. Wardens/Division Directors are responsible for developing their institutional/division Standard Operation Procedures (SOPs), as necessary, for the implementation of AR 434, Disciplinary Segregation.

**V. PROCEDURES**

**A. Staffing**

1. All staff members who work with inmates in disciplinary segregation will have completed six (6) months of credible service beyond the Alabama Peace Officers Standards and Training Commission (APOSTC) certification except in extenuating circumstances.
2. The Warden will determine the need for rotation of officers.
3. The ADOC Form 434-A, Segregation Unit Record Sheet, will be annotated to reflect the following activities:
  - a. Movement in and out.
  - b. Visitors to the unit.
  - c. Cell assignments
  - d. Unusual incidents
  - e. Cell searches
  - f. Inmate phone calls
  - g. Thirty minute checks
  - h. All meals
  - i. Services and activities not provided an inmate as required and the reason
  - j. Refusals to eat
  - k. Exercise periods and showers
  - l. Other relevant information deemed necessary
4. A nurse will tour the segregation unit(s) three times each day for the purpose of dispensing medication and conducting sick call screening.

5. Inmates requesting medical/dental care shall utilize a sick call request form. Emergency medical/dental/psychological care shall be provided as needed.
6. A mental health professional will visit the unit once per week in accordance with AR 624, Mental Health Segregation Rounds.
7. An ADOC Psychological Associate will visit the unit at least twice per week, these visits will be separated by at least one day.
8. Inmates in disciplinary segregation will receive visits each shift from the senior correctional supervisor in charge of the unit. The Warden III, Warden II, and / or Captain will visit the unit at least once per week.
9. All staff assigned to the disciplinary segregation unit will be trained in the management of violent and disruptive inmates, cell extraction procedures, and the use of force policies.
10. Observations of inmates in segregation will be conducted at least every 30 minutes and noted on the segregation unit log.
11. Any time inmates are moved from their cells, they will be handcuffed behind their back and escorted by two (2) correctional officers.

B. In-Processing

1. Property
  - a. A search will be conducted of all inmates and property being processed into disciplinary segregation. All items listed in V.B.1.c. will be confiscated. Items confiscated will be itemized on a property sheet consisting of three copies, one of which will be provided to the inmate. In addition, the cell will be searched each time an inmate is removed for a shower, exercise, or for any other purpose.
  - b. Inventoried property will be stored and will be returned to the inmate upon release from disciplinary segregation.
  - c. Inmates in disciplinary segregation **will not** be permitted the following:
    - (1) Radios and televisions (no exceptions)

- (2) Reading materials of any kind, except one (1) Bible, one (1) Alcoholics and / or Narcotics Anonymous book, one (1) educational book.
- (3) Canteen privileges
- (4) Telephone calls except verified emergency and attorney calls
- (5) Visitation privileges
- (6) Hobby / craft items (no exceptions)

d. Inmates in disciplinary segregation will be permitted to posses:

- (1) Current legal material
- (2) Stamps, envelopes, writing paper, and writing instrument
- (3) Drinking cup

- 2. Inmates being processed into disciplinary segregation shall be afforded, upon request, the opportunity to make one phone call.
- 3. ADOC Form 434-B, Segregation Cell Checklist will be completed and signed by the inspecting officer and the inmate being assigned to the cell. Any time any inmate's cell is changed, a new checklist will be completed. Inmates who destroy any portion of their cell will be required to remain in that cell, provided no safety or security problems exist, and may be charged with the appropriate disciplinary violations.
- 4. At any time they enter the disciplinary segregation unit, inmates will be given a verbal and written orientation (refer to attached Annex, Disciplinary Segregation Orientation) concerning policies and procedures of the unit. The orientation process for each inmate will be documented on ADOC Form 434-A, Segregation Unit Record Sheet.

#### C. Living Conditions

- 1. A healthy environment for inmates is required and will include, at a minimum, the following:
  - a. Clean and orderly surroundings

- b. Toilet facilities, sink with hot and cold water
- c. Lighting, ventilation, and heating
- d. Compliance with all state and federal fire and safety regulations
- e. The number of meals shall be the same as general population.
- f. Clean and fitted seasonable clothing
- g. Beds constructed off of the floor.
- h. Access to bathing and exercise area

## 2. Personal Hygiene

- a. Disciplinary segregation inmates will be provided basic needs for personal hygiene. Disciplinary segregation inmates will be clothed like other inmates. If security supervisor or a medical / mental health professional determines that there is imminent danger that an inmate will destroy an item or use it to inflict self-harm, the inmate may be deprived of the item. This action will be documented.
- b. Inmates will be issued soap, toilet tissue, towel, comb, deodorant, toothbrush, toothpaste, and a face towel.
- c. Inmates will be allowed to shower for a period of five (5) minutes every other day. After the shower period, inmates will be allowed to shave in their cells. Inmates that are issued disposable razors will not be allowed to keep them in their cells.
- d. Inmates will maintain a haircut in accordance with ADOC rules.

## 3. Clothing and Bedding

The following clothing and bedding will be issued or allowed, and cleaned or replaced as needed:

- a. Socks, 3 pair
- b. Pants, 3 pair

- c. Shirts, 3 pair
  - d. Under shorts, 3 pair
  - e. Shoes, 1 pair
  - f. Shower slides, 1 pair
  - g. Sheets, 2
  - h. Blanket, 1 (if temperature is 18 degrees or below, 2 blankets)
  - i. Mattress, 1
  - j. Jacket, 1 when weather requires
  - k. Panties, 3 (Female inmates)
  - l. Bras, 3 (Female inmates)
  - m. Gowns, 2 (Female inmates)
4. Inmates in disciplinary segregation will receive incoming mail. Letters will be delivered promptly.
- a. Inmates will not be allowed to pick up mail or bring mail to any segregation unit.
  - b. The assigned rover will collect mail from inmates housed in segregation units and check the return address, ensuring it coincides with the inmate actually mailing the correspondence.
  - c. Inmates will be issued four (4) sheets of paper and two (2) envelopes per week if requested for legal mail.
5. Inmates in disciplinary segregation will be afforded an exercise area.
- a. If weather permits, exercise will be outdoors in an exercise area.
  - b. A notation will be made on the segregation log as to whether or not an inmate exercises.

- c. Inmates will be afforded the opportunity to come out of their cells and exercise for a period of five (5) hours per seven-day period.
- 6. Access to the Courts
  - a. Inmates in disciplinary segregation will not be denied access to the courts.
  - b. Inmates in disciplinary segregation will be provided, when requested, applicable legal forms and request slips.
  - c. Inmates in disciplinary segregation will be permitted to correspond with their attorneys.
  - d. A notary public will visit the unit once per week.
- 7. Inmates in disciplinary segregation are not allowed visitation privileges.
- D. For disciplinary segregation review refer to AR 436, Segregation Review.
- E. Inmates in disciplinary segregation are not permitted visitors with the exception of the inmate's attorney.

## **VI. DISPOSITION**

Any forms will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

## **VII. FORMS**

- A. ADOC Form 434-A, Segregation Unit Record Sheet
- B. ADOC Form 434-B, Segregation Cell Checklist

## **VIII. SUPERCEDES**

This regulation supercedes AR 434 dated September 8, 2003.

## **IX. PERFORMANCE**

ACA Standards: 4-4252, 4-4259, 4-4260, 4-4261, 4-4262, 4-4263, 4-4270, and 4-4272

  
Donal Campbell, Commissioner

**ANNEX (S):**

Disciplinary Segregation Orientation



(INSTITUTION)

## SEGREGATION UNIT RECORD SHEET

INMATE NAME: \_\_\_\_\_ AIS NO. \_\_\_\_\_ CELL: \_\_\_\_\_  
VIOLATION OR REASON: \_\_\_\_\_ ADMITTANCE AUTH. BY: \_\_\_\_\_  
DATE & TIME RECEIVED \_\_\_\_\_ DATE & TIME RELEASED \_\_\_\_\_  
PERTINENT INFORMATION: \_\_\_\_\_

DATE	SHIFT	MEALS			SH	EXERCISE	MEDI -CAL VISIT	PSYCH VISIT	COMMENTS *	OIC SIGNATURE
		B	D	S						
1	MORN									
	DAY									
	EVE									
2	MORN									
	DAY									
	EVE									
3	MORN									
	DAY									
	EVE									
4	MORN									
	DAY									
	EVE									
5	MORN									
	DAY									
	EVE									
6	MORN									
	DAY									
	EVE									
7	MORN									
	DAY									
	EVE									

**Pertinent Info:** i.e. - Epileptic, Diabetic, Suicidal, Assaultive

**Meals/SH:** Shower – Yes (Y) or No (N), Refused (R)

**Exercise:** Enter actual time period and Inside or Outside

**Medical:** Physician will sign each time the inmate is seen.

**Psych:** Psychological Counselor will sign each time the inmate is seen.

**Comments:** i.e. – Conduct, attitude \*Use reverse side for additional comments and include date, signature, and title.

**OIC Signature:** OIC must sign all record sheets each shift.

ADOC Form 434-A, December 22, 2004

## SEGREGATION CELL CHECKLIST

Inmate's Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Date: \_\_\_\_\_ Race/AIS #: \_\_\_\_\_

Custody: \_\_\_\_\_

### Condition of Cell

	Yes	No
Lights functional	( )	( )
Sink functional	( )	( )
Toilet functional	( )	( )
Cell walls clean (free of pictures, markings)	( )	( )
Ceiling clean	( )	( )
Floor clean	( )	( )
Windows in good condition	( )	( )
Contraband in cell	( )	( )
Mattress in good repair	( )	( )
Vents free of debris	( )	( )

### Additional Comments

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Inmate's Signature \_\_\_\_\_

Inspection Officer's Signature \_\_\_\_\_

ADOC Form 434-B, December 22, 2004

## **Disciplinary Segregation Orientation**

1. It is your responsibility to abide with and obey all rules established in the Handbook of Rules and Information for Inmates, the Administrative Regulations of the Alabama Department of Corrections, and the laws of the State of Alabama.
2. All cells will be kept clean and orderly. Do not write, mark, deface, or attach objects on the cell walls or any part thereof.
3. Only authorized items are permitted. Other items may be considered contraband and will be subject to disciplinary action. Items that are authorized are:
  - a. Current legal papers.
  - b. Stationary items limited to stamps, envelopes, paper, and one writing instrument.
  - c. Only issued or authorized clothing and bedding articles.
  - d. Issued personal hygiene items are limited to one small hair comb, one bar of soap, one toothbrush, one small tube of toothpaste, toilet tissue, and one face towel. Female inmates may be issued sanitary napkins.
4. Other personnel property items have been inventoried and stored in the property room until your release.
5. A shower and shave is required every other day. Disposable razors, clippers, or shaving powder will be furnished as appropriate.
6. Radios and/or televisions will not be permitted.
7. Meals are served the same as for those in general population. A cup will remain in the cell. No food items or eating implements will be kept in the cell. Retaining, throwing, or intentionally spilling food is violation of item 2,3, and 7 and subject to disciplinary action.
8. Inmates in disciplinary segregation are not permitted visitors with the exception of the inmate's attorney. Inform all potential visitors of your status and visitation restrictions.
9. Each inmate shall be afforded one (1) telephone call upon request when entering segregation.
10. A minimum of five (5) hours of exercise per seven (7) day period will be extended when weather and security permits.

**Annex to AR 434-December 22, 2004**

11. Sick call will be made daily. Pill call will be held three (3) times daily when needed. When routine medical attention is needed, notify an on-duty officer. Fill out the sick call request (including your name, AIS number, cell number, and the nature of your illness) and give the request to the pill call nurse. Emergency medical, dental, and psychological care will be provided as needed.
12. A unit supervisor will visit the segregation unit daily.
13. A staff psychologist will visit the unit two times weekly.
14. The Institutional Segregation Review Board will meet to consider your status and progress each week.
15. A notary public will tour the segregation unit once per week to provide notary service.
16. When additional questions or emergencies arise, contact the officer on duty.

A copy of the Disciplinary Segregation Orientation has been read to me and is understood by me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
Officer \_\_\_\_\_.

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Serving Officer

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Inmate's Name & AIS Number